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**NON-CIA TRAINING FACILITIES UNDER PUBLIC LAW 110**

- A. Public Law 110 (81st Congress, 1st Session) authorizes the training of CIA employees at Agency expense. Final approval for training under this authority will be given by the Director of Training after consideration of recommendations of Office heads and determination that such training will benefit the Agency through increasing employee capability and qualifications for performing present or later assigned duties.
- B. Non-CIA training facilities will include:
  - (1) Domestic and foreign public and private institutions.
  - (2) Trade, labor, agricultural and scientific associations.
  - (3) Appropriate programs under Government activities.
  - (4) Appropriate programs under commercial activities.
- C. Eligible employees include:
  - (1) Staff employees.
  - (2) Staff agents.
  - (3) Individuals employed specifically for further training prior to assignment as a staff employee or staff agent.
- D. The Director of Training will determine the standards to be met by the institutions and activities selected for Agency use and may, in his discretion, terminate the use of such institutions or any of their facilities for failure to satisfy these prescribed standards. The Director of Training will determine the achievement standards for students detailed to such institutions and activities. He may, after consultation with the appropriate Assistant Director or other Office head concerned, terminate the training of individual students for failure to satisfy the required achievement standards. Office heads are encouraged to recommend to the Director of Training institutions they deem of particular usefulness.
- E. The Director of Training is authorized to:
  - (1) Approve requests for training of individuals, subject to concurrence of the Assistant Deputy (Inspection and Security).
  - (2) Designate and arrange for facilities for training.

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- (3) Approve the payment of tuition, registration, and laboratory fees, and any other expenses directly related to the approved training.
- (4) Approve any essential support service, other than funds, to individuals or to institutions providing approved training.
- (5) Arrange for entry of students in institutions providing approved training facilities.
- (6) Provide for the evaluation of the achievement of each trainee.
- (7) Approve training, at non-CIA facilities, that is not otherwise authorized in this Regulation or in 10.1 of Confidential Funds Regulations.

F. Office heads recommending training for their employees are responsible for:

- (1) Assuring that nominees are appointed by selected criteria in conformance with Agency standards.
- (2) Determining that the training requested is pointed toward the Office objectives.
- (3) Making provision for payment of the employee's regular salary and any per diem and travel expenses.
- (4) Providing general administrative facilities for the employee during the entire period of absence for training. These services include but are not limited to:
  - (a) Arranging for any leave desired by employee during this period.
  - (b) Approving advance of funds, if appropriate, provided the request for training has the written approval of the Director of Training.
  - (c) Initiating vouchers (Standard Form 1034 or other appropriate form) for reimbursement for approved expenditures for training at non-CIA training facilities.
- (5) Submitting annual estimates of requirements for training under this authority to the Director of Training for inclusion in the budget estimate of his Office as required by the Comptroller.

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 REQUESTS FOR NON-CIA TRAINING.

A. (1) Requests for training of eligible individuals at a non-CIA training facility must be in writing. Five copies will be prepared and addressed as a memorandum from the appropriate Office head to the Director of Training via the Assistant Deputy (Inspection and Security).

(2) Each request shall contain the following information by paragraphs as follows:

- (a) Name and grade of the employee.
- (b) Name and location of the training facility.
- (c) Title(s) of course(s) to be taken.
- (d) Inclusive dates of course(s).
- (e) Cost of tuition, registration, and laboratory fees.
- (f) Justification of the proposed training.
- (g) Statement that it is the present intention of the employee to make a career of employment with CIA.
- (h) Particular security provisions to be applied to this employee and/or request.

(3) Prior to submission of a written request, the originating Office should consult the Office of Training to obtain information required in A.(2), (b), (c), (d), and (e) above.

## B. Approval and Disposition of Copies of Requests.

- (1) The original and four signed copies will be addressed as indicated in A.(1), above.
- (2) The Assistant Deputy (Inspection and Security) will, if he approves, indicate approval on all copies, retain two carbons, and forward the original and two carbons to the Director of Training.
- (3) The Director of Training will, if he approves, indicate approval on each copy received and forward the original to the Finance Office for obligation of funds; return one carbon to the originating Office; and retain one copy.
- (4) In the event a request for training is disapproved, the Office head concerned shall be notified by the Assistant Deputy (Inspection and Security) or the Director of Training, whichever is appropriate, stating in writing the reasons for the disapproval.

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C. Vouchers (Standard Form No. 1034 or other appropriate form) for approved expenditures for training at non-CIA training facilities shall be presented to the Finance Office for payment.

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ATTENDANCE OF CIA OFFICERS AS STUDENTS AT DEPARTMENT OF DEFENSE COLLEGES AND SCHOOLS

A. Policy

CIA will detail limited numbers of highly qualified CIA officers as students at designated colleges and schools of the Department of Defense. Under Department of Defense regulations, Armed Services personnel on active-duty assignment to CIA are not eligible for appointment to such colleges and schools.

B. Application and Selection

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- (1) Qualified CIA officers will apply for attendance at such colleges and schools to the Director of Training in accordance with procedures set forth in CIA Regulation No.
- (2) CIA officers will be detailed to those colleges and schools by the Director of Central Intelligence or by the Deputy Director (Administration), as appropriate, upon nomination by a Selection Board under the chairmanship of the Director of Training.

C. Responsibilities

- (1) The Director of Training is responsible for administering this program.
- (2) The Agency Security Officer is responsible for security briefings of all Agency officers assigned to Department of Defense colleges and schools. He will consult with the Director of Training to the end that, without jeopardizing CIA security, the officers selected may have a realistic latitude and flexibility in discussing CIA that will enable them to make a substantial and mature contribution to the college or school.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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Deputy Director, Effective: 1 March 1952  
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**PROCEDURE FOR THE DETAIL OF CIA OFFICERS AS STUDENTS AT DEPARTMENT OF DEFENSE COLLEGES AND SCHOOLS**

**A. Application**

- (1) At appropriate times, the Director of Training will notify Agency Office heads that applications will be received for the various Department of Defense colleges and schools.
- (2) Office heads are responsible for insuring dissemination of this notification to all officers meeting basic qualifications under this Regulation, and will employ every practicable means to insure adequate coverage of such personnel.
- (3) Any officer desiring to apply will submit his request through Office channels to the Director of Training, supplying that specific information requested by the Director of Training in his notification. Appropriate request forms will be supplied by the Director of Training through the Training Liaison Officers of the various Offices.
- (4) Office heads will forward each application, indicating approval or disapproval, and furnishing any details which might help in selection or rejection.

**B. Selection and Detail**

- (1) Candidates for detail to Department of Defense colleges and schools will be selected from among qualified applicants by one or more Selection Boards acting under the chairmanship of the Director of Training.
- (2) Selection Boards will consist of the Director of Training, a designee of the Deputy Director (Administration), one other Assistant Director, a CIA officer who has completed the course for which applications are to be reviewed, and a senior officer from the service concerned who is on active duty with CIA.
- (3) In making selections, the Selection Board will carefully consider:
  - (a) The standard entrance requirements of the college or school.
  - (b) The applicant's record in detail, and his qualifications in the light of these entrance requirements.
  - (c) The recommendations of the applicant's Office head.
  - (d) The applicant's general suitability as determined by interview.
- (4) The Selection Board will prepare a list of candidates for each of the first five colleges listed in the table referred to in paragraph C, and will designate a single candidate for

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each CIA opening in the remaining colleges and schools. The Director of Training will forward the names of officers nominated by the Selection Board, together with the recommendations of the Office head concerned, to the appropriate authority for final action.

- (5) The Director of Central Intelligence will make the final selection of officers for the first five colleges listed in the table referred to in paragraph C from lists of candidates nominated by the Selection Board. The Deputy Director (Administration) will assign to the remaining colleges and schools those officers nominated by the Selection Board.
- (6) Indispensability will be urged only in extreme cases, and in such event the final decision will be made by the Director.

C. See table attached.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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**INDOCTRINATION AND ORIENTATION OF CIA PERSONNEL**Rescission: CIA Regulation No. **CONTENTS**

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**1. GENERAL**

- a. The Agency Indoctrination Course covers the language of intelligence; the mission, functions, and objectives of CIA; and the internal organization, mission, and functions of the various components of CIA.
- b. The Agency Orientation Course covers various aspects of the intelligence process, the organization and functions of the Government intelligence community, and related subjects. This Course is conducted quarterly, in February, May, August, and November.

**2. POLICY**

- a. The Agency Indoctrination Course shall be required as part of the entrance-on-duty procedure for all new personnel of the Agency entering on duty at headquarters in Washington.
- b. The Agency Orientation Course shall be required for all Agency personnel, grades GS-5 and above, within two years of their entrance on duty, in order to increase the scope and comprehensiveness of their information about the intelligence process and the intelligence community, and to acquaint them with essential orientation material.
- c. Exceptions to the policy in 2b above shall be accomplished by mutual agreement between the Office head concerned and the Director of Training. Office heads shall confirm such agreements in writing.

**3. RESPONSIBILITIES**

- a. The Director of Training shall:
  - (1) Develop, direct, and administer the Agency Indoctrination Course and the Agency Orientation Course.
  - (2) Publish a schedule for each Agency Orientation Course, and allot quotas for attendance to the various Offices of the Agency.
  - (3) Transmit official notification of attendance of Agency personnel in each of the Courses to the Assistant Director (Personnel) for inclusion in the appropriate personnel records.
- b. Each Office head shall:
  - (1) Insure that all personnel of his Office, grades GS-5 and above, are, unless excepted, made available for the Agency Orientation Course within the two-year requirement.
  - (2) Notify the Director of Training the number of individuals, within the allotted quota, who are to attend each Agency Orientation Course.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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## BRIEFING OF MILITARY SERVICE ATTACHÉS

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#### 1. POLICY

The Central Intelligence Agency shall brief all outgoing military service attachés, unless the military department concerned considers that their assignments are of a purely administrative nature.

#### 2. RESPONSIBILITIES

- a. The Director of Training shall be responsible for:
  - (1) Ascertaining and meeting Agency briefing requirements.
  - (2) Arranging for, conducting, administering, and coordinating, as appropriate, Agency briefings.
  - (3) Maintaining liaison with each of the three military departments.
  - (4) Arranging special briefings when necessary.
- b. All Offices of the Agency shall assist the Director of Training in carrying out the responsibilities assigned to him under this Regulation.

#### 3. PLACE OF BRIEFINGS

Insofar as possible, the facilities of the Strategic Intelligence School and the Naval Intelligence School shall be utilized for Agency briefings.

#### 4. EXCEPTION

This Regulation does not apply to or affect the briefing arrangements of Staffs under the Deputy Director (Plans).

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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**1. GENERAL**

- a. The CIA Career Service Program, approved by the Director of Central Intelligence, provides that all new personnel recruited to fill professional positions in the Agency be required to go through a training program in order to give them an adequate basic intelligence background.
- b. The training objective contained in the above-stated directive is in effect in the Deputy Director (Plans) offices. It is the purpose of this Regulation to extend basic intelligence training to all offices of the Agency.
- c. Training for the above-stated purposes is identified as Basic Intelligence Training, and consists of a series of courses which are taken either singly or in combination as hereinafter provided. Such training is designed to increase understanding of the principles, impart knowledge and develop skills in the methods and techniques of intelligence and executive action.
- d. This Regulation applies to all new professional personnel of the Agency and to those on-duty professional personnel who may be selected by their respective Office heads to receive it. Pending the issuance of listings of professional positions by the Personnel Office, professional positions shall mean all positions in grades GS-7 and above, and nonclerical positions in grades GS-5 and GS-6.

**2. POLICY**

- a. All new professional personnel shall, unless exempted, receive basic intelligence training. When designated by their respective Office heads, such personnel shall receive additional intelligence training to prepare them for specific duty assignments.
- b. Exemption from basic intelligence training may be requested for new professional personnel who possess an adequate intelligence background, either by virtue of equivalent intelligence training or significant intelligence experience. All requests for exemption are subject to approval of the Director of Training.
- c. Satisfactory completion of basic intelligence training shall in each case be a necessary but not the sole condition in granting full career status to new professional personnel not exempted from such training.

**3. BASIC INTELLIGENCE TRAINING COURSES**

The following courses have been established to meet the minimum training objectives approved by the Director of Central Intelligence:

**a. CLANDESTINE SERVICES REQUIREMENTS**

A series of courses in the principles, methods, and techniques of intelligence and executive action designed to meet the requirements of the clandestine services.

**b. DEPUTY DIRECTOR (INTELLIGENCE) REQUIREMENTS**

A basic intelligence course (BIC), of six weeks, in the principles, methods, and techniques of intelligence designed to meet the requirements of the Deputy Director (Intelligence) offices.

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## c. DEPUTY DIRECTOR (ADMINISTRATION) REQUIREMENTS

A basic intelligence course of six weeks combining pertinent elements of the BIC with training in clandestine services administrative support (BIC/Sup) to meet the requirements of the Deputy Director (Administration) offices.

## 4. RESPONSIBILITIES

## a. The Director of Training shall:

- (1) Develop, direct, and conduct courses for the basic intelligence training of new and on-duty personnel.
- (2) Establish performance standards to be met by all personnel in basic intelligence training.
- (3) Provide for training reports appraising the performance of all personnel in basic intelligence training and transmit reports to the Office head concerned and to the Assistant Director (Personnel) for their information and action.
- (4) Review and act upon all requests for exemption submitted by Office heads.

## b. Each Office head shall:

- (1) Request the training of personnel who are to be prepared for specific duty assignments.
- (2) Request exemptions from training for personnel who meet the exemption criteria stated in 2 b above.
- (3) Advise and assist the Director of Training in the development of new basic intelligence training courses, as may be required, and the continuing improvement of existing basic intelligence training courses.

## c. The Assistant Director (Personnel) shall:

- (1) Identify all professional positions in the Agency and designate such positions on the Personnel Position Inventory; disseminate listings of professional positions, as appropriate.
- (2) Assure the processing of all nonexempted new personnel into basic intelligence training as part of their entry-on-duty procedure.

## 5. PROCEDURES

## a. ENROLLMENT

Nonexempted new professional personnel will be enrolled in basic intelligence training courses by the Registrar of the Office of Training; on-duty professional personnel will be similarly enrolled at the request of the Office head concerned. The appropriate training request form will be used.

## b. EXEMPTION

Request for exemption will be submitted by Office heads to the Director of Training in triplicate, in each case. The Director of Training will notify the Office head concerned and the Assistant Director (Personnel) of his decision. The Office head may appeal the decision to the appropriate Deputy Director who will notify the Director of Training, the Assistant Director (Personnel) and the Office head of his action which shall be final.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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14 July 1953

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**ATTENDANCE OF CIA PERSONNEL AT LECTURES IN  
DEPARTMENT OF DEFENSE SCHOOLS AND COLLEGES  
UNDER PUBLIC LAW 110 (81st Congress, 1st Session)**

Rescission: CIA Regulation No 

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**1. GENERAL**

- a. The Central Intelligence Agency has negotiated an agreement with the Department of Defense which establishes quotas for the attendance of qualified Agency personnel at lectures in various Department of Defense schools and colleges in the Washington area.
- b. This Regulation sets forth the policies, responsibilities, and procedures governing attendance of Agency personnel at lectures in the various Department of Defense schools and colleges.
- c. Lecture attendance at the National War College is exempted from the provisions of this Regulation. Agency personnel are selected for attendance at such lectures as the personal representatives of the Director of Central Intelligence.

**2. POLICY**

Attendance of Agency personnel at lectures in the various Department of Defense schools and colleges shall be contingent upon the benefits to the Agency derived from such attendance compared with the time lost from Agency business. Agency work requirements shall be the paramount consideration in all instances.

**3. RESPONSIBILITIES**

- a. The Director of Training shall:
  - (1) Administer the arrangements for lecture attendance.
  - (2) Transmit to Office heads, from time to time, lecture schedules for the various schools and colleges.
  - (3) Maintain a roster of Agency personnel authorized to attend lectures at the various schools and colleges.
  - (4) Conduct appropriate liaison with the various schools and colleges.
- b. Office heads shall ensure that the policy stated in paragraph 2 of this Regulation is carried out.

**4. QUALIFICATIONS**

- a. Specific Department of Defense schools and colleges presently involved and the qualifications required for attendance at lectures in each school or college are listed below:

SCHOOL OR COLLEGE	CLEARANCE	QUALIFICATIONS REQUIRED		
		MINIMUM GRADE	MINIMUM ACTIVE DUTY MILITARY RANK	SEX
Industrial College of Armed Forces	Top Secret	GS-13	Lt. Colonel Commander	Either
Strategic Intelligence School	Top Secret	GS-7	Captain (USA, USAF) — Lieut. (USN)	Either

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b. Both civilian personnel of the Agency and Armed Forces personnel on active duty assignments to CIA are eligible to attend lectures in the above schools and colleges.

## 5. PROCEDURE

### a. REQUESTS FOR AUTHORIZATION

- (1) Office heads, who desire that any personnel under their jurisdiction be included in the roster of personnel authorized to attend lectures, shall address a memorandum to the Director of Training, Attention: Registrar of the Office of Training.
- (2) Each memorandum shall contain the following information:
  - (a) Name.
  - (b) Grade, or military rank if on active duty.
  - (c) Security clearance.
  - (d) Sex.
  - (e) School or college for which authorization is requested.
- (3) Authorization to attend lectures at a designated school or college will be granted by the Director of Training, subject to the approval of the Director of Security, for all personnel meeting the qualifications in 4 above, for whom Office heads have submitted requests. The names of such personnel will be included in the roster maintained for this purpose.

### b. REQUESTS FOR ATTENDANCE AT SPECIFIC LECTURES

- (1) Requests for attendance of authorized personnel at specific lectures will be telephoned by Training Liaison Officers to the Registrar, Office of Training (Extension 3026), not later than 1100 hours of the workday preceding the lecture.
- (2) Requests will be granted, normally in the order received, within the limits of assigned Agency quotas for specific lectures.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

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TRAINING AT NON-CIA FACILITIES UNDER PUBLIC LAW 110

Recissions: (1) CIA Regulation  
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1. GENERAL

a. Public Law 110 (81st Congress, 1st Session), section 4, provides that:

"(a) Any officer or employee of the Agency may be assigned or detailed for special instruction, research, or training, at or with domestic or foreign public or private institutions; trade, labor, agricultural, or scientific associations; courses or training programs under the National Military Establishment; or commercial firms.

"(b) The Agency shall, under such regulations as the Director may prescribe, pay the tuition and other expenses of officers and employees of the Agency assigned or detailed in accordance with provisions of subsection (a) of this section, in addition to the pay and allowances to which such officers and employees may be otherwise entitled."

b. Under the authority granted to the Central Intelligence Agency by section 4 of Public Law 110, the Director of Training is charged with the administration of training at non-CIA facilities and is authorized to incur obligations thereunder.

c. The policies, responsibilities, and procedures contained in this Regulation shall govern the exercise of the authority granted under section 4 of Public Law 110.

d. This Regulation does not apply to special schooling authorized in Confidential Funds Regulation 10.1.

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- e. The term "personnel" or "individual" as used in this Regulation means any officer or employee of the Agency as set forth in Public Law 110. Under Department of Defense regulations, Armed Forces' personnel on active duty assignments to CIA are not eligible for training in Department of Defense schools and colleges.
- f. The term "Office Head" as used in this Regulation includes the Chiefs of Senior Staffs in the DD/P complex.

2. POLICY

- a. Training shall normally be provided by the Agency only for individuals:
  - (1) who declare their intention to make a career of service with the Agency;
  - (2) whose qualifications indicate capability to meet the objective of the projected training;
  - (3) whose projected training, as recommended by the appropriate Career Service Board, and endorsed by the Office Head concerned, will benefit the Agency either by increasing their capability to perform their current duty assignments more effectively, or by preparing them to undertake specified projected duty assignments requiring greater skill or responsibility;
  - (4) whose utilization within the Agency, upon completion of training, has been determined.
- b. The selection of individuals for training in fixed-quota programs shall be on a competitive basis, and shall be made primarily in the interest of the Agency as a whole, and only secondarily in the interests of the Office or Staff and the individual, in that order. Quotas for such programs shall not be allocated to individual Offices or Staffs within the Agency.
- c. Training shall normally be requested on the basis of the recommendations contained in the individual's Personnel Evaluation Report(s) and the plan for his career development recommended by the appropriate Career Service Board, and endorsed by the Office Head concerned.
- d. Training requests shall require endorsement by the Office Head concerned, or his representative specifically designated for this purpose, in order to be considered for approval by the Director of Training.

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- e. Any non-CIA facilities which meet Agency training standards prescribed by the Director of Training may be designated by him for the training of Agency personnel.
- f. Training of Agency personnel at non-CIA facilities shall be approved by the Director of Training prior to the beginning of such training. Retroactive approval of such training is not authorized under this Regulation.
- g. The use of non-CIA facilities, the personnel approved for training at such facilities, and the manner of their participation in such facilities, shall be governed by security policies and procedures established by the Director of Security and, when appropriate, by the Deputy Director (Plans).

3. RESPONSIBILITIES

- a. The Director of Training shall:
  - (1) Designate non-CIA facilities suitable for Agency use in specified fields of training, subject to the concurrence of the Director of Security; and discontinue Agency use of such facilities for failure to meet specified training requirements or prescribed training standards.
  - (2) Transmit to Office Heads, from time to time, announcements of training programs at non-CIA facilities, which prescribe the basic qualifications to be met by participants.
  - (3) Review and act upon all requests endorsed by Office Heads for the training of personnel of their Office at non-CIA facilities, and notify the appropriate Office Head of his action, in each case.
  - (4) Establish the standards of performance to be met by Agency personnel in training at non-CIA facilities and, after consultation with the appropriate Office Head, terminate the training of personnel who fail to meet prescribed standards of performance.
  - (5) Determine, in collaboration with the Office(s) and Staff(s) concerned, the requirements for cover, the kind of cover to be used in each case, and the measures to be taken in the application of cover in each training situation involving the use of approved non-CIA facilities.

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- (6) Prescribe the administrative conditions governing the participation of Agency personnel in approved training programs at non-CIA facilities.
- (7) Determine the amount of and provide for funds necessary to meet the costs of registration, tuition, laboratory fees, travel and per diem, and other appropriate expenses, except salary, directly related to each training action approved under this Regulation.
- (8) Provide for training reports appraising the performance of all personnel in training approved under this Regulation, and, upon the completion or termination of training, transmit reports to the Office Head concerned for his information and to the Assistant Director (Personnel) for his information and inclusion in the appropriate personnel folder.

b. The Director of Security shall:

- (1) Certify that non-CIA facilities proposed by the Director of Training for the training of Agency personnel are suitable security-wise for Agency use.
- (2) Prescribe the security measures to be taken in arranging for the use of non-CIA facilities for training purposes; and in the participation by Agency personnel in such facilities.
- (3) Certify that Agency personnel under consideration for training at non-CIA facilities are eligible, security-wise, to participate in such training.
- (4) Review, recommend modifications where necessary, and approve cover and security plans governing the participation of Agency personnel in non-CIA training facilities.
- (5) Prepare Agency personnel selected for training at non-CIA facilities with adequate cover and security briefings on a group and individual basis, as appropriate.

c. The Deputy Director (Plans) shall, where appropriate, provide for cover in accordance with requirements established by the Director of Training and approved by the Director of Security.

d. Each Office Head shall:

- (1) Endorse requests for training at non-CIA facilities for personnel of his Office, in accordance with the policy stated in paragraph 2 c and d and the procedure prescribed in paragraph 4 of this regulation.

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- (2) Indicate on all requests for training whether or not peculiar security or cover arrangements are required.
- (3) Provide for the payment of salary; and, subject to the concurrence of the Director of Training, arrange for the provision of required administrative services, during the training period, for personnel of his Office approved for training at non-CIA facilities.
- (4) Submit annually before 15 March, to the Director of Training, a statement of estimated requirements for the next fiscal year and a provisional estimate for the year following, for the training of personnel of his office at non-CIA facilities.

e. Agency personnel in training at a non-CIA facility shall:

- (1) Comply with the administrative and security measures prescribed for training provided under this Regulation and other pertinent CIA Regulations.
- (2) Participate in approved training on a full credit basis. Participation on any other basis is not authorized under this Regulation without special approval of the Director of Training.
- (3) Submit to the Director of Training reports and materials related to the training program as may be required by him.
- (4) Notify the Director of Training in writing, if, for any reason, such training cannot be completed, stating all details pertinent to the termination of such training, and take prompt action to recover all allowable refunds for return to the Agency.

4. PROCEDURE

a. Requests for Training

- (1) All requests for training of CIA personnel at non-CIA facilities shall be prepared on CIA Form No. 51-133, Request for Training at non-CIA Facility, provided for this purpose.
- (2) Seven copies of the request form for each individual for whom training is requested shall, after endorsement by the appropriate Office Head, be transmitted to the Director of Training through the Director of Security. Request forms should, unless otherwise specified in Training Announcements, reach the Director of Security at least two weeks before the beginning of the training requested, in order to allow sufficient time for processing in the Security Office and ~~the~~ Director of Training.

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(3) The Director of Security shall indicate approval or disapproval on all copies, retain two carbons, and forward the original and four copies to the Director of Training.

b. Selection

Final decision on the selection of individuals for training shall be made by the Director of Central Intelligence or by the Director of Training as set forth below.

(1) For training designed to broaden and develop high level executive, policy, and planning skills:

- (a) The Director of Training shall recommend to the CIA Career Service Board individuals for the top five Department of Defense colleges and for such other training programs as he deems of comparable level.
- (b) The CIA Career Service Board, acting as an Advisory Board, shall review the qualifications of individuals and list them in order of preference for the consideration of the Director of Central Intelligence.
- (c) Final decision on the selection of such individuals for training shall be made by the Director of Central Intelligence.

(2) For all other training, final decision on the selection of individuals for training shall be made by the Director of Training.

(3) The Director of Training may, in his discretion, and normally will, convene Advisory Boards to assist him in the recommendation or selection of individuals for training, as appropriate.

(4) The Director of Training shall, if training is approved, indicate approval on all copies and forward the original to the appropriate division of the Comptroller's Office for obligation and authority to effect payments. One copy shall be forwarded to the Office Head concerned and the other three copies will be retained within the Office of Training. All claims and accountings submitted shall be approved by the Director of Training prior to submission to the Comptroller's Office for payment or credit.

(5) The Director of Training shall, if a request for training is disapproved, notify the Office Head concerned.

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<b>REQUEST FOR TRAINING AT NON-CIA FACILITY</b>						DATE	
<b>NOTE:</b> SEE CIA REGULATION NO. 25-410							
<b>TO</b> : Director of Training  <b>THROUGH:</b> Director of Security (Forward Original and Six Copies)							
1. NAME		2. GRADE	3. TITLE		4. OFFICE OR STAFF	5. DIVISION	6. EXTENSION
7. AGE	8. SEX	9. MARITAL STATUS		10. MILITARY STATUS		11. LENGTH OF SERVICE IN CIA	
12. NAME AND LOCATION OF NON-CIA FACILITY				13. INCLUSIVE DATES OF TRAINING			
14. TITLE AND DESCRIPTION OF COURSE(S) TO BE TAKEN (include number of credit hours, name(s) of instructor(s) if known, and statements as to whether credits earned will apply toward a degree and whether thesis is involved as part of training.)							
15. SPECIFIC OBJECTIVE(S) TO BE ACCOMPLISHED AND LEVEL OF PROFICIENCY TO BE ATTAINED BY REQUESTED TRAINING.							
16. RELATION OF REQUESTED TRAINING TO THE INDIVIDUAL'S CURRENT OR PROSPECTIVE DUTY ASSIGNMENT.							
17. QUALIFICATIONS OF THE INDIVIDUAL FOR THE REQUESTED TRAINING. INCLUDE CONCISE SUMMARY OF ACADEMIC BACKGROUND AND PROFESSIONAL EXPERIENCE.							
18. STATE WHETHER REQUESTED TRAINING IS ALL OR PART OF THE TRAINING CURRENTLY PLANNED FOR THE INDIVIDUAL. IF PART ONLY, CLARIFY.							

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19. IF REQUESTED TRAINING INCLUDES LANGUAGE TRAINING, EITHER ALONE OR IN CONNECTION WITH AREA TRAINING, INCLUDE SUMMARY OF PREVIOUS LANGUAGE TRAINING AND EXPERIENCE, DATES AND PLACES.

20. IF REQUESTED TRAINING INVOLVES RESIDENCE OVERSEAS, INCLUDE SUMMARY OF PREVIOUS RESIDENCE OR TRAVEL OVERSEAS, DATES AND PLACES; LIST DEPENDENTS.

21. EXPENSES (Include, if known, cost of registration, tuition, laboratory fees, and estimated cost of travel and per diem, if required. Itemize and total all costs.)

22. IF ADVANCE OF FUNDS IS REQUESTED, STATE AMOUNT AND JUSTIFICATION. (Advance of funds up to the total amount authorized for expenditure may be allowed, provided the total cost of training exceeds \$25.00.)

23.

I INTEND TO MAKE A CAREER OF SERVICE WITH CIA

\_\_\_\_\_  
Signature of Individual

24. OFFICE CAREER SERVICE BOARD ACTION ON THIS TRAINING REQUEST.

\_\_\_\_\_  
Signature of Office Head

**APPROVED** (NO SECURITY OBJECTIONS)

SECURITY CLEARANCE STATUS OF INDIVIDUAL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Security

**APPROVED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Training

CLASSIFICATION:

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## CLERICAL TRAINING

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#### 1. GENERAL

a. This Regulation sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.

b. Clerical training courses are conducted in order to prepare new clerical personnel for their duty assignments in the Agency and to improve or increase the skills of on-duty clerical personnel of the Agency.

#### 2. DEFINITION

For purposes of this Regulation, clerical personnel shall mean typists, clerks, stenographers, secretaries, and, in some cases, library assistants.

#### 3. POLICY

a. All new clerical personnel shall receive training in a clerical orientation course in order to acquaint them with the organization, policies, and clerical practices and procedures of the Agency.

b. Those new clerical personnel who fail to meet appropriate standards of clerical proficiency, as determined by testing, shall receive training in a clerical induction course.

c. Satisfactory completion of the clerical training prescribed under the provisions of this Regulation shall be prerequisite to placement within the Agency which shall be accomplished immediately upon completion of security-clearance action and such clerical training as is prescribed.

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d. On-duty clerical personnel may be entered in one or more clerical refresher courses in accordance with the procedure set forth in 5b of this Regulation.

4. RESPONSIBILITIES

a. The Director of Training shall:

- (1) Develop, direct, and conduct clerical training courses in order to meet the requirements of the Agency for the training of clerical personnel.
- (2) Provide for training reports appraising the performance of all personnel in clerical training courses and transmit reports to the Assistant Director (Personnel) for his information and action, and where appropriate, to the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.
- (3) Disseminate throughout the Agency, from time to time, schedules of the clerical refresher courses conducted by the Office of Training.

b. The Assistant Director (Personnel) shall:

- (1) Detail or assign all new clerical personnel, upon entrance on duty, to the Interim Assignment Branch for training in the clerical orientation course.
- (2) Prescribe training in the clerical induction course for new clerical personnel, as required, on the basis of test results, to meet appropriate standards of clerical proficiency.

c. The Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staff and Area Divisions of the Deputy Director (Plans), the Assistant Director for communications, or the Director of Training shall request refresher training for on-duty clerical personnel of his Office in accordance with the procedure set forth in 6b of this Regulation.

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## 5. CLERICAL TRAINING COURSES

- a. Clerical Orientation Course (for new clerical personnel - cleared): Orientation in the organization, policies, and clerical practices and procedures of the Agency.
- b. Clerical Induction Course (for new clerical personnel - cleared and provisionally cleared): Shorthand, typing, Agency office practice, English usage, and geography.
- c. Clerical Refresher Courses (for on-duty clerical personnel): Typing, shorthand, accounting, filing, English usage, stenotyping, correspondence manual, and specially arranged courses.

## 6. PROCEDURE

## a. NEW CLERICAL PERSONNEL

New clerical personnel shall, upon entrance on duty, be detailed or assigned by the Assistant Director (Personnel) to the Interim Assignment Branch for prescribed clerical training under this Regulation.

## b. ON-DUTY CLERICAL PERSONNEL

(1) Training Officers and Training Liaison Officers of the Agency will transmit to the Registrar of the Office of Training TF-1, Request for Training, (original and two copies) for all clerical personnel for whom training in refresher course(s) is requested by the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training. The Registrar will enroll such personnel in the course(s) specified, within the limitations of the facilities available. Training requests should reach the Registrar not later than two full workdays preceding the beginning of the course(s) for which training is requested.

(2) Specially arranged courses will be developed and conducted, so far as practicable, at the request of the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.

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